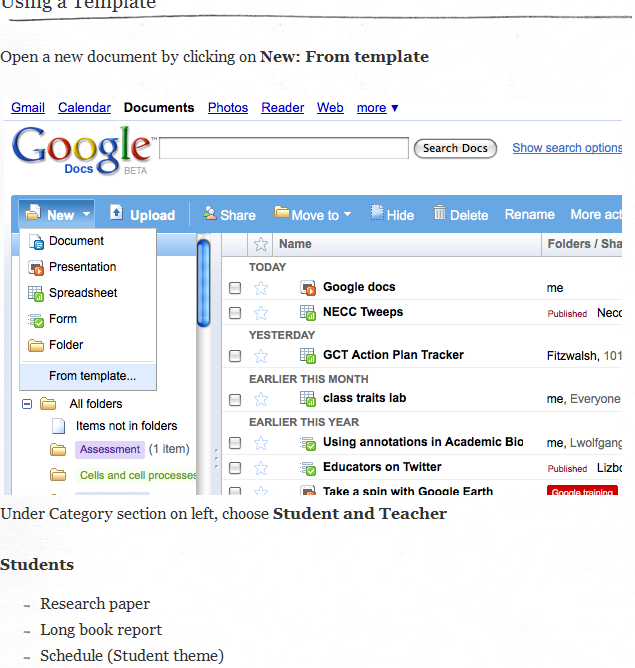


Google Products for Use on Google Campus-

*All our students at Ramona have their own Google account with an email and access to other features. How does some of these features work or get set up? How could a teacher or student benefit from using these features? How can we get them to utilize on their tablets…*

Resource--- https://sites.google.com/site/techhints/Home/google-docs



Google Docs—sharing documents with teachers/other students

* One can share a whole folder with a group or individual giving access to all pieces.
* Once you add a doc to that file, immediately all who have access to the file can see the docs, presentations or images.
* You can color code the documents and folders for easy organization.
* Use Mozilla/Foxfire for best editing

Edit and format data in Google spreadsheets ( from Google Help Site)

Edit content in a cell

To enter content in an empty cell, click the cell and add your content. To edit a cell that already has content, double-click the cell and edit the content. Alternatively, you can click the cell once and press Enter or F2.

You can create lines breaks within a cell while editing if you want to improve the look of text that requires line breaks, such as addresses. To create a line break, place your cursor in a cell and press Ctrl+Enter.

Format data in a range of cells

You can format data in your spreadsheets in a variety of ways using the options in the spreadsheet toolbar. You can hover over an icon on the toolbar to see a message describing what that option can do.

To insert an image in your spreadsheet, follow these steps:

1. Click the **Insert** drop-down menu from the toolbar and select **Image**.
2. Depending on what image you'd like to add to the document, select from the following options:
   * **Upload**: Choose an image from your computer and click the **Upload** button.
   * **Take a snapshot**: Use your webcam to capture an image to use in your spreadsheet.
   * **URL**: Type the URL of a an image from the Web and click **Select**.
   * **Google Image Search**: Enter a search term to find an image using Google Image Search, and click **Search images**.
   * **Picasa Web Albums**: Choose an image from one of your Picasa Web Albums and click **Select**.
   * **Stock photos**: Search the stock photography archive and select an image.
3. Once you've found what you were looking for, click the image and the **Select** button.

Resources

<http://googledocs.blogspot.com/2010/10/tips-tricks-making-most-of-your-sidebar.html>

GMAIL

<http://support.google.com/chat/bin/answer.py?hl=en&answer=161934&topic=24667&ctx=topic>

organizing Gmail---text below is from Google help/tutorial

**Using labels**

Labels help you organize your messages into any categories -- work, family, to do, read later, jokes, recipes, any category you want. Labels do all the work that folders do, but with an added bonus: you can add more than one to a message.

Only you can see your labels, so whether you mark a message with "Best friend" or "Read later," the sender will never know.

**Create a label**

Here's how to create a label that you can add to any of your messages:

1. On the left side of the page, click **More** at the bottom of your labels list. (If you don't see "More," grab the gray dividing line with your cursor and drag it down to show more labels.)
2. Click **Create new label**.
3. Type the name of your new label and click **Create**.

You can also create a new label for a message in your Inbox by selecting the box next to the message, clicking the **Label** button above your message list, and then clicking **Create new**.

**Apply your label**

You can add a label to your messages in several ways:

* When viewing your Inbox, select the checkbox next to those messages, click the **Labels** http://www.google.com/help/hc/images/mail/mail_label.pngbutton, and click the label you want. (Or check the boxes next to several labels and click **Apply**.)
* When viewing a message, click the **Labels** button to add a label to the message. You can also click and drag a label from the left side, and drop it on the message.
* When writing a new message, use that button to add a label before sending your message.

**Organize your labels**

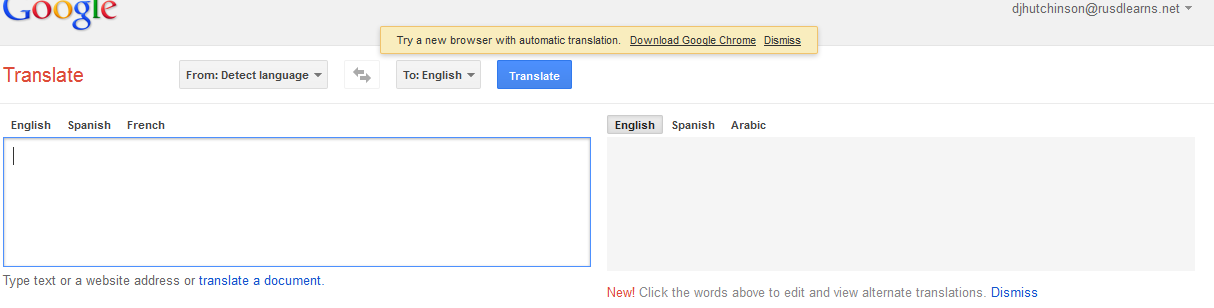
**Gmail—chatting feature---If students have their gmail set up, they can chat. They can invite others to chat with them if they know their email.**

Teachers could chat with students for independent study.

**Sorting your chat list –from Google Site**

By default, your chat list will be sorted by the people with whom you communicate most often. However, you also have the option of changing to alphabetical sort order.

Google translator- students could translate from text.



YouTube—school projects

How can one upload videos then make them private? --or restricted

Create a specific channel for the classroom or the project. Steps below.

Appropriate use policy by Youtube

http://www.youtube.com/t/community\_guidelines

